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Procedia Engineering 15 (2011) 2757 – 2761

**Procedia  
Engineering**[www.elsevier.com/locate/procedia](http://www.elsevier.com/locate/procedia)**Advanced in Control Engineering and Information Science**

## Informatization Management Thinking of Strengthen Personnel Service in Colleges and Universities

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### Abstract

with the science technology development and high-speed improvement of information industry, modern management becomes more and more important. Personnel service in colleges and universities have achieved the preliminary informatization but still exists problems in many aspects: Informatization level of personnel management is below normal; Disunity informatization management; Information communication and feedback has worse instantaneity; The leader has not pay attention to the management system of personnel information; The staff cannot adjust for the personnel informatization management. This article will point out the problems during the management strengthen and provide relevant suggestion and opinion.

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Selection and/or peer-review under responsibility of [CEIS 2011]

*Keywords:* personnel service, information management, thinking, recent years' personnel in colleges and universities;

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### 1. Introduction

In recent years, informatization of personnel management improves the management level in colleges and universities and promotes the education revolution and innovation that the management becomes simple with increase of management effectiveness. However, looking for the present personnel

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informatization management, there still have some problems. These questions lead the personnel informatization development cannot adjust for the new period requirement that needs further perfection.

## **2. Personnel management signification of working informatization in colleges and universities**

We have been step into the information and knowledge business period. Information technology has wildly applied in various fields with important function. Personal management in colleges and universities need to in line with the period follows the revolution and innovation of traditional management mode to satisfy the fresh requirement. In recent years, national personal management is increasing that provide high demand to informatization. Personnel management informatization places the important position. The perfect personal information can decrease the human resource waste and ensure the comprehensive, timely and correctness at the same time. Therefore, it is so important to improve the personnel management informatization. During the work process, personnel informatization can practice deeply in science view and pay attention to the comprehensive, coordination and sustainable development. The strengthen of personnel management informatization can reduce the cost of human resource and material resource that save the cost then to improve working effectiveness as the stable basement of high-speed development in colleges and universities. The traditional management mode needs huge artificial operation with redundancy data during the management process to waste human resource. The waste of human resource will dissipate the material resource and large amount of artificial operation will create mistakes. Through improvement of personnel management informatization and technology method application can do the data unification, classification with great correctness improvement of operation.

## **3. Prominent problems of informatization management in present colleges and universities**

### *3.1. Informatization level of personnel management is below normal*

At present, much personnel information management has achieved the office automation. The information technology has completed periodicity progress in the networked office and other application that can provide better service for the management, scientific research and education. The colleges and universities are expanding with increasing scale of teacher and staff. Therefore, the information and data management requirement is also increasing. It cannot solve the basic problem only rely on the database. The present prominent problems are primary design of database without maintenance, upgrade and resource share. There also affect the user that block the development of personnel management. The safety is the important element to influence the personnel informatization. Personnel informatization management is not widely apply in college and university that most personal department process are limited in data input, print, output and other phrases without network resource share.

### *3.2. Disunity informatization management*

In the management system, personal management department places the important position that can be a connecting link between the preceding and the following. Personal management can provide correct personal information to the leaders as well as carrying the information collection, management and transport. With the information technology mature, each management establish relevant information database aiming at the different requirements that convenient for staff working. However, the personal management department needs to connect with many departments with various databases. Therefore, the data cannot share and just only guide through personal department without multiple department information exchange. This will increase the working intensity and difficulty of personal department and

makes the information inconformity and lack of correctness of each upper department. The present personal informatization management divides into the following parts. The first is send out messages from superior manager that strictly use of software such as teacher program the system, test information system, annual (half year) work check system, payment analysis system, payment management and position promotion system, retire system, collected data management system, staff file management system and so on. In ordinary, common personal management needs to connect with education, financial, labor and other departments. Each department has different function and division of work. Therefore, the management software is also various. Personal department mode is one to multiple departments and teacher information data that requires in each department is the same. In the inner colleges and universities, there need personal department to provide payment distribution, budgeting and final account, educational administration, research and other information. In the third place, each department information and data can share and interact. However, the present colleges have not established the information management system.

### *3.3. Information communication and feedback has worse instantaneity*

Information management system is dependent on basic data and decides the statistic and summarizing of personnel information management. The basic problem is the basic information cannot influence the personnel management condition timely and correctly. However, the present informatization management is not perfect that staff cannot search or modify the personal information and has no right to check the teacher information of personal department input. The management is full of loopholes even influence to the normal promotion, post comparison, reward, business check and other aspects. Some staff information is not correct that has to modify in each department by themselves and decrease the working effectiveness of personnel management.

### *3.4. The leader has not pay attention to the management system of personnel information*

The present personnel informatization management is not perfect. Affected by the traditional management, some manager has no fully acknowledge of personnel informatization management and not clear with informatization target, approach and content. They are not really considered from the strategy to understand the important and urgency of personnel informatization management. During the drastic talent competition and with the development of personnel informatization, the basic information not only appears in the staff payment and title, but also enriches the working ability and level information. Disregard of management from the leaders create the bad development of personnel informatization management that effect the whole operation in colleges and universities even the elements to limit school development. In most colleges, aged personal department leader will have difficulty to use the informatization tools that repel the advanced management technology. They thought the traditional process need to reliable on the papers.

### *3.5. The staff cannot adjust for the personnel informatization management*

Most personal manager is drawing out from different teacher position. These staff have take in charge with various courses before working in personal management. In on hand, they are not familiar with personnel management. On the other hand, they are also unprofessional at information technology. The present personnel information management is in tendency of modularization and detailed that these staff cannot adjust for the complicated personnel information management with difficult operation.

#### 4. Strengthen strategy and measurement of personnel informatization management

##### 4.1. Establish unified, convenient and effective management system of network data in the outside database

The hardware needs to adopt advanced digital equipment and software needs to use the perfect TCP/IP、IPX protocol. Strong the server, fine the client, form the unify, convenient and effective information service system that establish the openness platform facing to financial, education and other environment departments to achieve the share of personnel resource information. Just as figure 1 shows, combine each department in colleges and universities to establish a huge, stable database. This database is the system service. Build a set of powerful firewall to prevent undesirable person and virus to attack the database or spited falsify data. After firewall filter, the router connect personal department, dean's department, research department, subordinate college department and each leader user that distribute user limitation, data share and manage the collected data then feedback to each end to achieve the database real-time and correctness.

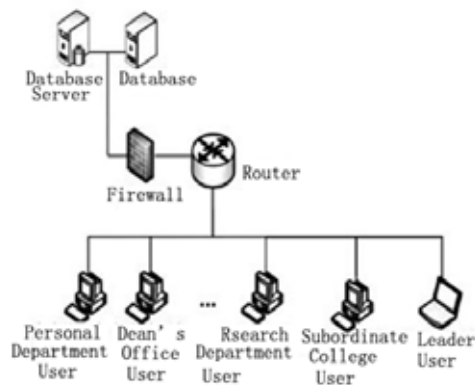


Fig.1. Network topological graph of personnel informatization management in college and university

##### 4.2. Establish unified and normative information management platform in the database

The basement to achieve personnel management informatization need to establish the information network platform with perfect function, complete model and unified information interaction in the inner education system. The platform core center and server is personnel informatization management system, secondary client side is personal assignment, teacher training and development management, payment and welfare management, examine and rewards management, personnel information basement management, daily routine management and personalized service. These seven functions are through the fitting to form this information management platform. The function database has subordinate of personnel recruitment management, turnover management and other seventeen client sides. The three-level client side input and obtains the data directly from the secondary client side. Under the three-level client side there has personal replenishment plan, teacher training plan and four four-level client sides for the replenish of three-level client. The whole information platform establishes the huge, stable, powerful and safety system of personnel information management.

##### 4.3. Leaders of each level need to pay attention to the personnel information management in college and university

In the first, personal department pay attention to the personnel management informatization and take it as the most important things. Here need sufficient realization. Establishment of personnel information system not just the simple basic data that brings convenient, but also statics and analysis of personnel data, provide staff management, deploy and better coordination of whole decision in the school. Establish perfect management system in the personal department to ensure the normal operation. In the next place, other department in colleges and universities need to coordinate with the information management of personal department. Take fully advantages of client side to provide correct basic data for personal department. In the third, as the province level education and personal department, it is important to deal the information system complement and perfection that keep the data collection unification in each colleges and department and convenient for the management popularization.

#### *4.4. Strengthen the team establishment of informatization talents*

During the ceaseless combination development of information technology and personnel management, only comprehensive talents can adjust the management requirement in colleges and universities. Improve the manager training, there need to grasp management knowledge in one hand. On the other hand, there also need the training of basic software knowledge and database application. The manager can flexible operate in the personnel management system that can collect and analyze the database information in time with correctness. Moreover, it can provide decision accordance that can offer promotion, upgrade and capital increase for common staff and workers. The college and university need also strengthen the morality establishment through continuing education, training and other methods that can objectively operate the work to prevent information spite falsify to protect management fair and righteous.

In a word, with the development of information period and the knowledge business society that increase higher requirement for the personnel informatization management. At present, there still have some disadvantages during the management. However, for the further development, promote data management system and establishment of information management platform, improve leader attention and strengthen talents team establishment. Our personnel informatization level will rise up to a new stage.

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